



DEPARTMENT OF THE TREASURY
FINANCIAL CRIMES ENFORCEMENT NETWORK

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENTNUMBER : FINCN/03-017KRH

OPENING DATE : 03/14/2003

CLOSING DATE : 04/14/2003

POSITION : Contract Specialist

SERIES AND GRADE : GS-1102-13 (FPL: GS-13)

NUMBER OF VACANCIES : One

SALARY RANGE : \$68,283.00 - \$88,770.00 per annum

ORGANIZATION : Department of the Treasury
Financial Crimes Enforcement Network (FinCEN)
Office of Management

DUTY STATION : Vienna, Virginia

APPLICATIONS WILL BE ACCEPTED FROM : Present and former Federal employees with competitive status within the Washington, DC commuting area.

SUMMARY OF DUTIES: The incumbent of this position serves as a contract specialist in the Logistics Section of the Office of Management, in the Financial Crimes Enforcement Network (FinCEN), exercising authority within designated limits to commit orders, agreements and contracts and performs a full range of pre-award and post-award functions as they relate to agreements, contract and simplified acquisitions. Employee plays a key role in planning the acquisition strategy, including approaches to complex, multi-faceted, long-term contracts. Conducts or oversees competitive and non-competitive processes, negotiations, and contract administration and termination activities. Develops program policies and guidelines. Represents FinCEN at internal and external procurement meetings.

SUMMARY OF QUALIFICATION REQUIREMENTS: Beginning January 1, 2000, all GS-1102 employees who have continuously encumbered GS-1102 positions since January 1, 1998, or earlier, will be considered to have met the "new" standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 13, 14, and 15 will be considered to meet the standard for other GS-1102 positions at their same grade including positions at other agencies. They will, however, have to meet the new basic requirements in order to qualify for promotion to a higher grade, beginning January 1, 2000. In addition, all employees must meet specialized experience requirements when seeking another position.

ALL of the following are required to qualify: (A) Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4 years of experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position. Mandatory training includes courses in basic and intermediate contracting, basic and intermediate contract pricing, and government contract law. Specific course information on the mandatory training may be found at www.treas.gov/procurement. Applicants with an approved Certificate Fulfillment will be considered to meet the mandatory training requirements; **AND** (B) A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial

management, marketing, quantitative methods, or organization and management, **AND** must meet Treasury's minimum standards for a Level 2 warrant designation. These standards can be found on www.treas.gov/procurement. **Must provide a copy your college transcripts.**

TIME-IN-GRADE REQUIREMENT: Applicants must have 52 weeks of Federal service equivalent to the next lower grade level. Applicants must meet time-in-grade and qualification requirements within 60 days from the closing date of this announcement.

APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:

1. Knowledge of the Federal Acquisition Regulations, relevant GAO decisions, and other regulatory and statutory guidance. (Applicants should describe their knowledge concerning the FAR, GAO decisions and statutory guidance. Applicants should also describe their experience in research and resolving complex procurement issues.)
2. Knowledge of and ability in the full range of acquisition functions – pre-award and post award. This includes the experience in formal advertising, simplified acquisition processes, negotiated acquisitions, required sources of supply, contract administration, and contract termination. (Applicants should describe their experience in each of these functional areas.)
3. Knowledge and ability of business practices and market conditions to develop acquisition sources; negotiate with vendors; and evaluate bid responsiveness, contractor responsibility and contractor performance. (Applicants should address their experience in these areas and provide a few examples.)
4. Ability to develop plans, policies, procedures, guidelines, reports, analyses, and correspondence for procurement activities. (Applicants should describe their experience and involvement in developing and preparing the documents described.)

Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:

Background Investigation: This position is a sensitive position and the tentative selectee must undergo and successfully complete a background investigation as a condition of placement/retention in the position.

Drug Screening: The position that may be filled under this announcement has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

Statement of Employment and Financial Interests is Required.

Other Information:

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each primary criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions throughout the continental United States.

All candidates **MUST** be a citizen of the United States and present proof of citizenship, if selected.

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Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.

No Relocation Expenses will be paid.

Financial Crimes Enforcement Network (FinCEN) employees **MUST** include the OF 612 "Optional Application for Federal Employment" or resume. To receive full consideration for this position, employees should address the evaluation criteria on plain bond paper and submit a copy of their current performance appraisal.

All other applicants **MUST** submit a copy of the OF-612 "Optional Application for Federal Employment" or resume and a copy of their college transcript, **AND** provide a copy of their most recent SF-50 "Notification of Personnel Action" or equivalent proof of current or prior competitive status. To receive full consideration for this position, applicants should address the evaluation criteria on plain bond paper and submit a copy of their most recent performance appraisal.

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log onto www.usajobs.opm.gov/OF612.htm.

SUBMIT APPLICATION MATERIALS TO:

Application materials must be mailed to:

**Financial Crimes Enforcement Network
Human Resources
Vacancy Announcement: FINCN/03-017KRH
P.O. Box 39
Vienna, VA 22183-0039**

For additional information, please call Eileen Brown (703) 905-3710. TDD (703) 905-3839

NOTES: All application materials **MUST** be sent to the mailing address shown. All materials and the envelope **MUST** include the vacancy announcement number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents cannot be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "Official Use Only" postage and fees paid envelopes will not receive consideration under the vacancy announcement. Applications will become part of the vacancy announcement case file and will not be returned to the applicant. Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.